

**BY ORDER OF THE COMMANDER  
341ST SPACE WING**



**AIR FORCE MANUAL 23-110, VOLUME II,  
PART TWO, CHAPTER 32**

**341ST SPACE WING  
Supplement 1**

**23 FEBRUARY 2004**

**Supply**

**CONTINGENCY PROCESSING: MANUAL  
POST-POST, WARTIME PROCESSING, AND  
CONTINGENCY PLANNING**

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The OPR for this supplement is PMI-DCSI SBSS (Mrs. M. Budzienski). This supplement implements and extends the guidance of AFMAN 23-110, Volume II, Part Two, Chapter 32, **Contingency Processing: Manual Post-Post, Wartime Processing, and Contingency Planning**. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFMAN. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFI37-139, **Records Disposition Schedule**.

### **SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision updates paragraph numbering, adds local processing procedures (paragraphs **32.3.2.** through **32.3.2.9. (Added)**) and processing sequence (**Attachment 32A-2 (Added)**).

32.1. Refer to the AFSPC Regional Supply Procedures for additional post-post guidance. Refer to PMI OI 23-102 for warehouse reconstitution procedures.

32.3.2. Local Processing Procedures.

32.3.2.1. (Added) Utilize manual post-post procedures in the event SBSS/SATS are rendered inoperable for any length of time.

32.3.2.2. (Added) Control team composition: Team Chief and representatives from Customer Service, Document Control/Inventory, Computer Operations, Receiving, Repair Cycle/Bench Stock, Storage and Issue, Missile Maintenance Material Control, Pickup and Delivery, Fuels. PPCT Chief phone is DSN 632-6071. Central call-in point phone numbers are DSN 632-6009/6049/6071/6680 for Base Supply and DSN 632-4247/4652/3986/3226 for Missile Maintenance Material Control.

32.3.2.3. (Added) Individual responsibilities are addressed in Volume II, Part Eleven, Chapter 1, Attachment 1A-1.

32.3.2.4. (Added) Customer Service notifies all material controls of all phases.

32.3.2.5. (Added) Copy 1 of all documents goes to Document Control. After the daily cut off, all areas will hand carry completed documents (other than copy 1) to the PPCT for sequencing. Documents maintained by the PPCT are used during recovery; Document Control will establish a separate file with the copy 1 documents to ensure completion of processing after recovery.

32.3.2.6. (Added) All rejects, whether cleared by subsequent transaction or not, are collected by the PPCT chief for review and subsequent analysis.

32.3.2.7. (Added) Receipted property is moved as it is in-processed. Receiving may use THUD to determine whether assets are released or go to stock.

32.3.2.8. (Added) Validate/update warehouse locations between ASNUD and SASSY prior to forwarding documents to Storage and Issue.

32.3.2.9. (Added) Once recovery begins, revert to Phase I. With the exception of Fuels, recovery actions will be centralized to a single computer in Building 400.

32.5.2. Ensure copies of/access to the following reports/programs:

M14 Stock Number Directory (01/A1 accounts)

R02 Interchangeable and Substitute Listing

D23 Repair Cycle Asset Management Listing

Q04 Repair Cycle Data

S04 Master Bench Stock Listing

Q13 Supply Point Listing

R31 Due-Out Listing

**Attachment 32A-2 (Added)****32A2.1. (Added) Processing Sequence.**

<u>DIC/TRIC</u>	Description
FIL	Item Record Load
1AA	Part Number Load
FNL	File Maintenance Change
FCH	Identity Change
FCS	Warehouse Location
FCC	Condition Change
ORG	Monetary Adjustment
PRJ	FMR Adjustment
1SR	SRD Load/Delete/Inquiry
1PR	Fuels Requisition
1PC	Fuels Due-in Cancellation
1PS	Fuels Shipment Status
1RP	Fuels Receipt
1RF	Fuels Issue
1DF	Fuels Defuel
1SP	Fuels Shipment
1RM	Fuels Special Inventory
1RL	Fuels Cycle Inventory
CIC	Fuels Inventory/other related transactions
ISU	Backorders
<b>NOTE:</b> TEX 6 ISU with the same stock number should be processed first	
SPR	Back order with document number in positions 67 – 80
SPR	Other
LPS	LP Status
IRC	Special Inventory/related transactions
REC	Receipt with TEX 6 and DOR in positions 60 – 73
REC	Receipt with TEX 8
ISU	With TEX 6 (non-DIFM)
ISU/TIN	DIFM only

**NOTE:** Extreme caution must be used in sequencing these documents. The following is recommended:

- a) Sort alpha in position 1. This will put the ISU before the TIN.
- b) Sort into document number sequence. This will put each ISU before its respective TIN.
- c) Manually select all TINs which do not have an ISU and put them first.

DOR	DIFM only
TIN	Non-DIFM (TEX 8) (Serviceable)
DOR	With TEX 6 (non-DIFM
REC	Other receipts
TIN	Unserviceable
SHP	With TEX 6
TRM	With TEX 6
Other	All other transactions will be maintained and processed as directed by the PPCT chief

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